About the Change of Authority

When your account was created, the person who requested the account was given the authorization to manage the account, including adding and removing services and closing the account. This individual may also have provided an alternate authorized contact. Please note, an authorized contact always has (or can obtain) full Site Admin permissions. The individual is not required to have security permissions in your account to be an Authorized contact, and cannot be removed as an Authorized contact by deleting their RescueGroups.org user account.

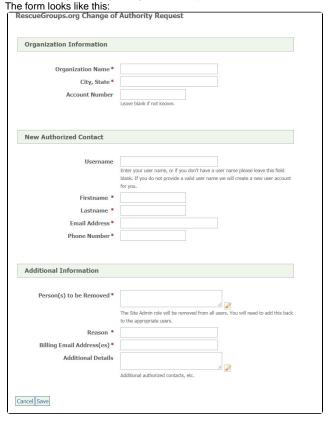
If this individual is no longer available for your organization, you need to submit a Change of Authority request to us in order to change the Authorized contacts on the account.



Your Change of Authority request will remove the Site Admin role from all users except the new Authorized Contact. The Authorized Contact will then need to add the Site Admin Role back to the appropriate users. For more information on adding roles see our guide here: Assigning roles and permissions and for more information on permissions see our guide here: About roles, security, and permissions.

To request a Change of Authority:

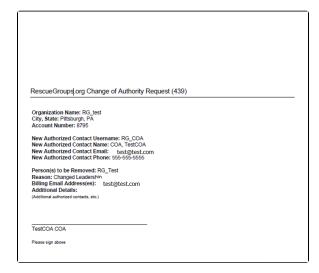
 Complete and submit the form found here: https://rescuegroups.org/change-of-authority-request/



After submitting the request form, a page displays giving you further instructions. It looks like this:



3. Now, print the included PDF file on organization letterhead and be sure to sign it.





4. Scan or photograph the letter you printed and email our support team with your Change of Authorization request and be sure this information is attached. If you have an open support ticket on the topic, you can simply reply to the ticket with this attachment.



You are also welcome to mail or fax your signed Change of Authorization as well, but this will take longer to process.

The COA will be processed as soon as we receive a hard copy or a scanned version of your official request.



When processing a COA request, our staff will attempt to confirm that the new authorized person is officially associated with the organization. If we are unable to do so through public records, we may reach out with a request for additional documentation.

Mail to:

RescueGroups.org PO Box 1245 Bowie, MD 20718-1245

Email to:

support@rescuegroups.org

Fax to:

240-630-4880



Your Change of Authority request will not be processed until we receive your paperwork. Your paperwork must include the printed COA form on organization letterhead or it will not be processed.

Popular Questions

Topics:

- animals
- animal
- 1. 0

votes

Linking support for an animal to payment

- 0 answers
- Andrea Homan
- yesterday at 1:44 pm
- animals
- 2. 0

How do I get my listings to automatically feed to Facebook?

- 2 answers
- Jennifer Myers
- Mar 20, 2024
- animals website
- exports
- facebook
- iframe
- 3. 0

How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?

- 4 answers
- Whiskers & Tails Rescue Foundation
- Sept 21, 2023
- Space: Website Service Guide
- website
- exports
- animals
- toolkit
- 4. 0

My Animal List is empty

- 2 answers
- Tammy Mullins
- Feb 06, 2024

•	animals animals
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votes	
Reque	ests
	0 answers
	Anita Lowman
	Feb 19, 2024
	requests
	animals
	mixed breed choice for dogs
	1 answer
	Richard [RG]
	Feb 27, 2014
	requests animals
	breeds
	exports
	exports
	no defends le cette de lle ell
	ge default location to "no"
	1 answer
	Alana Woodbury
	Jan 22, 2024
	animals
	exports
What t	fields is the Asilomar Advanced Animal Statistics report pulling from
	0 answers
	Alana Woodbury
	Jan 20, 2024
•	animals
0	
votes	
status	
Is their	re a way to view relationship from the Animal List page?
	1 answer
	Michelle Caylor
	Dec 08, 2023
	animals
	re increase the information exported to Adopt-A-Pet to include relationships?
	1 answer
	Michelle Caylor
	Dec 08, 2023
	animals exports
•	exports
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	Have a question about this topic?
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